

HANDCASE

HANDMEETING USER MANUAL

This manual is intuitive as ours softwares, is enough to observe the images to understand as to use best of and the more efficient form. The screens follow the logical order of the presentation them tools in the interface of each software.

HandMeeting

Suite of 7 tools for Palm to organize and manage meetings. Tools included: BrainStorming, meeting, voting, acts, reports, organize meeting and activities.

1.0 - PALM OS 3.5 or superior (ram 107 KB)

Installation

Installation If you received the program for email, are enough to unpack zip in the work area and to give a double click in the archive Set **handmeeting.prc** the tool of installation of its Palm will go to open presenting the archive to be synchronized, synchronizes and ready or in the next synchronization it will be installed. If you he bought the compact disc is enough to use the installer or to have access for the Windows Explorer the directories, to give a double click in the archive Set **handmeeting.prc**, the tool of installation of its Palm will go to open presenting the archive to be synchronized, synchronizes and ready or in the next synchronization it will be installed.

You he will recognize it for icon to the side.



Initial Interface



You choose the tool Here that she desires to use.



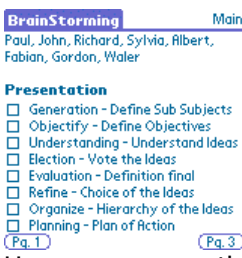
Menu standard, is enough to copy of the other tools and necklace in HandMeeting information and back. Exemple: To copy of the Memopad itens that it edited in the Memopad of the PalmDesktop and back.



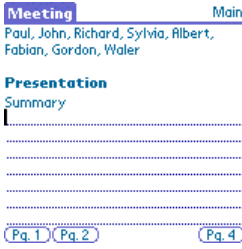
Here you see the menu suspended flash of direct access fast and the standard tools of the Palm.



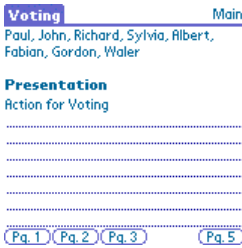
Here you prepare the meeting. He adds the names of the people who will participate of the meetings. These names will be visible in the screens of the following tools.



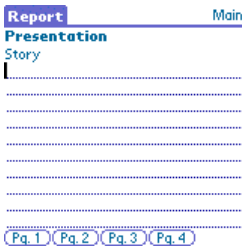
Here you prepare the basic brainstorming.



Here you summarize the points important of the meeting.



Here you congregate the topics to be voted.



Here you prepare a basic report on the meeting.

Summary
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Here you define the excellent points for the Act.

Organize Activities Main		Organize Activities Main		Organize Activities Main	
Paul, John, Richard, Sylvia, Albert, Fabian, Gordon, Waler		Paul, John, Richard, Sylvia, Albert, Fabian, Gordon, Waler		Paul, John, Richard, Sylvia, Albert, Fabian, Gordon, Waler	
Presentation		Presentation		Presentation	
Report	1 <input type="checkbox"/>	Report	1 <input type="checkbox"/>	Report	4/11/07 <input type="checkbox"/>
Acts	2 <input checked="" type="checkbox"/>	Acts	2 <input checked="" type="checkbox"/>	Acts	<input type="checkbox"/>
	3 <input type="checkbox"/>		3 <input type="checkbox"/>		
	4 <input type="checkbox"/>		4 <input type="checkbox"/>		
Voting	5 <input type="checkbox"/>	Voting	5 <input type="checkbox"/>	Voting	<input type="checkbox"/>
Meeting	6 <input type="checkbox"/>	Meeting	6 <input type="checkbox"/>	Meeting	<input type="checkbox"/>
BrainStorming	1 <input type="checkbox"/>	BrainStorming	1 <input type="checkbox"/>	BrainStorming	1 <input type="checkbox"/>
Organize Meeting		Organize Meeting		Organize Meeting	

Here you organize the referring activities the meeting. In following you can define for priorities each activity dating them.

Any problem contact HANDCASE suporte@handycase.com

www.handycase.com

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